

## FLYER

058A-97  
November 20, 1995

**TO: Chief, HRMS**

**Subj: October 1995 Rider**

The Office of Personnel Management (OPM) has issued their October 1995 Rider (pertinent parts are attached). Please note that two FERS publications have been revised, the RI 90-1 (the FERS Booklet) and the RI 90-3 (the FERS Transfer Handbook). **Please note that the RI 90-1 is to be given to all newly hired employees, and pre-October 1995 editions are obsolete. OPM requires that the RI 90-3 be provided to all employees who are eligible to elect FERS.** You may wish to order 5 copies of the RI 90-3, and consider letting eligible employees use the Handbook on a sign out basis. You may also wish to consider ordering a minimum amount of the RI 90-1, which may be reproduced locally. In the future, if the budget permits, we will continue ordering booklets and brochures as in the past. The Government Printing Office (GPO) will not process individual station requisitions. However, you may purchase any of the publications offered by taking the following actions.

To take advantage of the special price on the above publications, each HRM officer should (1) prepare an IFCAP/purchase order for supplies or services, for each item, to obligate funds locally, (2) prepare VA Form 3-7700, Request for Reproduction Services (sample attached), and (3) submit the **completed form** and a copy of the purchase order to the address provided below by November 27, 1995, via Federal Express.

VACO Resources Management Staff (05A2)  
Attn: Shirley A McIntyre  
810 Vermont Ave., NW, Room 217-G  
Washington, DC 20420

You must complete a VA Form 3-7700 for each publication you wish to purchase. It is important to note that the Cost Center is 6133 (Local Printing & Procurement 97D). In the box entitled *Request No.* you need to type in: the Purchase Order No.. In the box entitled *Delivery and/or Distribution Instructions and Remarks* you need to type in: **Please ride OPM Printing Requisition for Item No. \_\_\_\_ (as assigned), due at GPO by 11/29/95.** In the same box, the **Billing Address** will be your local Finance (not CALM), and the **Shipping Address** will be your station's address. The RI 90-1 is \$ .20 per copy. The RI 90-3 is \$8.00 per copy. **Please add 15 percent to the total cost of each order to cover shipping.** Questions about completing the paperwork necessary to make a Rider purchase should be faxed to Ms. McIntyre at (202) 273-5798.

Any other questions you have about this flyer may be directed to Barbara Wright at (202) 565-8586, Rod Meader at (202) 565-8588, or Bruce Ducharme at (202) 565-8591.

Employee Relations Division (058A)  
Office of Human Resources Management  
VA Central Office - Washington, DC